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 Office Memorandum • UNITED STATES GOVERNMENT

TO : Management Office, CIA
 FROM : Assistant Director, OSI
 SUBJECT: Internal Dissemination Procedures

DATE: AUG 24 1950

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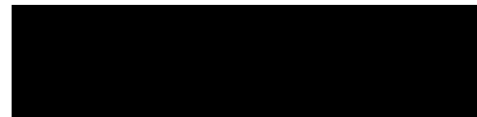
1. During the past four months OSI has continued the OCD reading panel system for screening of intelligence materials on a trial basis. While a centralized reading panel is not considered to be the ideal medium for screening documents, it has proven to be workable and reasonably effective in this case.

2. One of the principle arguments against a central reading panel is the belief that the readers cannot keep abreast of day-to-day requirements of divisions. This argument is particularly strong when divisional breakdowns are on a functional basis rather than geographic. The anticipated difficulties in this regard have been reduced considerably during the OSI trial period by the energy and initiative of Mr. [REDACTED] of OCD who has devoted the greater part of his time to improving the coordination between OSI analysts and OCD readers.

3. The OCD readers have been handicapped somewhat by the delay in preparation of concise reading requirements by OSI divisions. The requirements are now completed and have a secondary benefit in that they can be used to acquaint other offices and agencies of OSI interests, thereby increasing the quality of incoming materials.

4. OSI, therefore, requests that the reading panel system for the screening of documents and the routing of materials direct to OSI Divisions be continued. This office will continue to assist wherever possible in the development of procedures for reducing the flow of extraneous materials and expediting the routing and control of documents.

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